Attachment No. 3 to Policy Memorandum No. 5 - Fiscal Year 2007

Approved Education/Training Categories

Information Technology Job Families

Management:

C   2591 Information Systems Director I
C   2592 Information Systems Director II

C   2594 Chief Systems Information Officer

     2349 Systems Manager I
C   2350 Systems Manager II
C   2351 Systems Manager III

C   2372 Operations Manager I
C   2373 Operations Manager II

Infrastructure:

C   2414 WAN Administrator I
C   2416 WAN Administrator II
C   2417 Lead WAN Administrator

C   2399 Network Specialist I
C   2400 Network Specialist II
C   2401 Senior Network Specialist
C   2352 Lead Network Specialist
C   2353 Lead Network Specialist - ITS

C   2402 Systems Specialist I
C   2403 Systems Specialist II
C   2408 Senior Systems Specialist
C   2370 Lead Systems Specialist

C   2409 Database Analyst I
C   2410 Database Analyst II
C   2376 Database Administrator
C   2380 Database Administrator - ITS

C   2381 Information Technology Planner
C   2382 Senior Information Technology Planner
C   2354 Technology Planning Coordinator

Operations and Support:

C   2389 Systems Administrator I
C   2392 Systems Administrator II
C   2385 Senior Systems Administrator
C   2388 Lead Systems Administrator

C   2421 Systems Operator I
C   2422 Systems Operator II
C   2423 Senior Systems Operator
C   2424 Lead Systems Operator

C   2418 Communications Analyst I
C   2419 Communications Analyst II
C   2420 Senior Communications Analyst
C   2398 Communications Administrator

C   2425 Communications Technician I
C   2426 Communications Technician II
C   2427 Lead Communications Technician

Systems Delivery:

C   2355 Associate Programmer Analyst
C   2396 Programmer Analyst I
C   2397 Programmer Analyst II
C   2394 Senior Programmer Analyst
C   2395 Lead Programmer Analyst

C   2356 Associate Business Systems Analyst
C   2357 Business Systems Analyst I
C   2365 Business Systems Analyst II
C   2367 Senior Business Systems Analyst
C   2369 Lead Business Systems Analyst
C   2430 Managing Consultant

SCHEDULE ONE
NON-TECHNICAL FOR ALL FIELDS OF WORK

- Time Management
- Effective Communication
- Myers Briggs
- Team Building
- Customer Service
- Stress Management
- Conflict Resolution
- Technical Writing
- Help Desk Etiquette
- Interpersonal Skills
- Word Processing Skills
- Working with Difficult People
- Basic Supervisory Skills

SCHEDULE TWO
SUPPLEMENTAL TRAINING FOR ALL FIELDS OF WORK

Groups A - D	Groups E-F	Groups G-I
Spreadsheets	CSM 1-3	CPM 4-6
Intro to Lans	Intranet	Risk Management
Internet - Using Effectively	Presentation Skills	ICCP
Intro to Telecommunications	Train the Trainer	Business Continuity
ICCP	ICCP	

SCHEDULE THREE
INFRASTRUCTURE FAMILY TRAINING

Groups A - D	Groups E - F	Groups G - I
WAN Administration	CNE (Network Specialist)	Advanced Internetwork Troubleshooting
Wan Management and Configuration Design	Internetwork Troubleshooting	Advanced Routers
Basic BPR	Advanced UNIX	WAN Design
Feasibility Studies (Planning Only)	Advanced Routers	WAN Modeling and Capacity Planning
Budget Prep (Planning Only)	Advanced BPR	Advanced CISCO Certification
Intro to Routers	Strategic Planning	WAN Management and Configuration Design
Intro to Cisco Router Configuration	ADABAS Performance and Tuning	Advanced UNIX
Mainframe Fundamentals	DB2 Performance and Tuning	IT Audit
DBA Utilities	IP Addressing	Advanced DB2 Database Administration
Database Programming	Internetworking Multi-Protocol Environments	ADABAS Database Internals
Procurement Overview	WAN Security	DB2 Internals
IT Long Range Planning	ADABAS Database Design	Architecture Analysis - Data Warehouse Techniques
	DB2 Database Design	Data Modeling Fundamentals and Techniques
	ADABAS Database Administration	Meta-Model Fundamentals and Concepts
	Administration	Any OS/390 Related Training

SCHEDULE THREE
INFRASTRUCTURE FAMILY TRAINING
CONTINUED….

Groups A - D	Groups E - F	Groups G - I
JCL	Project Management	Specific Database Training (i.e. ORACLE, SYBASE)
TSO	Systems Analysis and Design	
REXX and/or CLISTS	Object Oriented Analysis and Design	
ADABAS Fundamentals	Object Oriented Programming	
ADABAS Physical File Design	Development Methodology	
CONSTRUCT	Defining and Organizing Data Resources	
Supporting and Troubleshooting Windows	Data Dictionary Concepts and Fundamentals	
Intro to UNIX	Data Elements, Keys and Attributes	
Any Z/OS Mainframe Related Training	Advanced Cisco Router Configuration	
Specific Database Training (i.e. ORACLE, SYBASE)	Firewalls and Internet Security	
NATURAL	Any OS/390 Related Training	
	Mid-level CISCO Certification	
	Specific Database Training (i.e. ORACLE, SYBASE)	

SCHEDULE FOUR
OPERATIONS AND SUPPORT FAMILY TRAINING

Groups A - D	Groups E - F	Groups G - I
Intro to AutoCAD - CSU	Intro to LAN Management	CNE Certified Network Engineer
OS/390 Operations	Basic LAN Administration	Project Management
Job Scheduling	RACF Administration	Advanced LAN Administration
JCL	Basic LAN Security	Advanced LAN Security
TSO	Intro to Routers	Intro to LAN Design
TCP/IP	CNA Certified Network Administrator	Quality Assurance
Report Distribution	Intro to Fiber Optics	Computer Operations and Management
Intro to Telecommunications	Procurement Overview	Systems Analysis
Intro to Voicemail	Voice Mail System Administration	Print Management
LOTUS Notes Adm. 1	PBX System Administration	Job Monitoring Tools
OS/390 Related Training	Case Tools	Off-Site Facility Management
Data Center Operations Relevant Training	Data Communication	Tape Management
	LOTUS Notes Adm. 2	Production Control and Data Management

SCHEDULE FIVE
SYSTEMS DELIVERY FAMILY TRAINING

Groups A-D	Groups E-F	Groups G-I
Windows Supporting and Trouble Shooting	Project Management	Advance BPR
Systems Analysis and Design	Basic Cost Benefit Analysis	Advanced Project Management
Data Modeling	BPR	IT Audit
Software Testing	LAN Design	Production Control and Data Management
COBOL	Management Approved Programming Languages	Quality Assurance
NATURAL	JCL	Computer Operations and Management
SQL for ADABAS	Command Level CICS	Systems Analysis
SQL for DB2	TSO/ISPF	Print Management
SAS	Intro. to Quality Assurance	Job Monitoring Tools
JCL	Relational Databases	Off-Site Facility Management
Command Level CICS	Advanced ADABAS Classes	Tape Management
TSO/ISPF	Advanced DB2 Classes	Lotus Notes Development
Power Builder	Data Dictionaries	Imaging
Visual FoxPro	Advanced Construct	Workflow Management
SQL	Visual FoxPro	Document Management
Intro to ADABAS	Client Server Product Classes (Oracle, Sybase, Visual Basic)	EDI/EFT
Intro to DB2	IT Long Range Planning	E. Commerce Training
Data Dictionary Concepts	Advanced Internet/Intranet Classes	

SCHEDULE FIVE
SYSTEMS DELIVERY FAMILY TRAINING
CONTINUED….

Groups A-D	Groups E-F	Groups G-I
Object Oriented Analysis and Design	Object Oriented Analysis and Design	Managing Project Risk
Project Management Basics	Project Management Intense Projects	Project Estimating
Business Analysis & Requirements Gathering	Business Analysis & Requirements Gathering	
Software Testing Tools and Techniques	Software Testing Tools and Techniques	
Project Estimating	Project Estimating	
Intro to Microsoft Office Suite (Word, Excel)	Advanced Microsoft Office Suite (Word, Excel)	
Intro to Adobe Acrobat	Advanced Adobe Acrobat	
Intro to Microsoft PowerPoint	Advanced Microsoft PowerPoint	
Intro to Microsoft Project	Advanced Microsoft Project	
Intro to Web Authoring (HTML)	Advanced Web Authoring (HTML)	
Intro to Cascading Style Sheets	Advanced Cascading Style Sheets	
Crystal Reports	Advanced Crystal Reports	
Basic JavaScript	Advanced JavaScript	
Designing and Developing Web Sites	Designing and Developing Web Sites	
Web Application Development	Intense Web Application Development	
Developing Secure Web Applications	Developing Secure Web Applications	
Graphic Design	Graphic Design	
Intro to JAVA	Advanced JAVA Programming	
Intro to Microsoft ASP.NET	Advanced/Intense Microsoft VB.NET	

	Classes	
Code Generators (CONSTRUCT)	JAD/RAD	
Oracle	Lotus Notes Development	
Sybase	Imaging Training	
Home Page Design	Workflow Management	
Intro to HTML	Document Management	
Intro to JAVA	EDI/EFT	
LAN Concepts	E.Commerce Training	
Lotus Notes Development		
Imaging Training		
Workflow Management		
Document Management		
EDI/EFT		
E.Commerce Training		

SCHEDULE SIX
MANAGEMENT FAMILY TRAINING

Groups A - D	Groups E – F	Groups G - I
ITS Procurement Overview	Cost Benefit Analysis	Conflict Resolution
Effective Communication	Information Systems Planning Overview	Stress Management
Time Management	Advanced Project Management	Time Management
Structured Analysis and Design	Supporting MS Windows NT Server Enterprise	CPM Continuing Education Courses
Admin. MS Windows		
Supporting MS Windows Core Technologies		

Any technical training relevant to the manager's area of responsibility.

SCHEDULE SEVEN
APPROVED CONFERENCES AND USER GROUPS

Groups A - D	Groups E - F	Groups G - I
	CA World	SHARE - IBM User's Conference
	NASTD	NASTD
	Information Builders User's Group	NASCIO
	DEVCON - FoxPro Developer's Conference	IDUG - DB2 User's Group
	GIGA Conference	COMDEX - Technology Showcase
	CISCO Networkers Conference	DEVCON - FoxPro Developer's Conference
	ICA Conference	CA World
	Gartner Conference	GIGA Conference
	EXPLORE	CISCO Networkers Conference
	AMDAHL User's Group	ICA Conference
	Hitachi User's Group	EXPLORE
	AIIM	AMDAHL User's Group
	Lotusphere	Hitachi User's Group
		AIIM
		Lotusphere

Should you have any questions concerning the policies set forth in this memorandum, please contact the Office of Classification and Compensation at 359-2769.